



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Dental Assistant DATE OPENED: 02/26/2021

DEPARTMENT: Flathead Community Health Center CLOSING DATE: 03/15/2021

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: _____

☐ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

☒ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 15.74 per _____

SALARY AT:

☐ TEMPORARY

☒ YEAR STEP: \$ 16.53 per _____

☒ YEAR STEP: \$ 16.80 per _____

☒ YEAR STEP: \$ 17.07 per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

DENTAL ASSISTANT

DEFINITION

Performs dental assistant functions under the appropriate supervision and scope of practice. The Dental Assistant is responsible for assisting the dental provider with dental procedures as appropriate; providing patient education for oral health and well being; receiving and routing to telephone calls and inquiries regarding dental services and scheduling patients in dental provider appointment schedules as necessary. The Dental Assistant is responsible to the Executive Director (Administrative Duties) and the Dentist (clinical duties).

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(The following are intended to illustrate typical duties and responsibilities; they are not meant to be all-inclusive or restrictive.)

1. Assisting the dentist during dental procedures
2. Cleaning, sterilizing, disinfecting and placing barriers in the dental operatories
3. Preparing and maintaining dental instruments, supplies and equipment
4. Collecting and recording patient health histories and conducting dental charting as assigned
5. Preparing dental materials, cements, amalgam, composite, etc
6. Providing inventory review and ordering supplies
7. Managing the dental office infection control plan to meet OSHA, CDC and ADA standards
8. Assisting in front office duties including appointment scheduling and confirmation, patient reception, and patient records management
9. Participating in FCHC Quality Assurance activities as they pertain to dentistry.
10. Establishing and maintaining effective working relationships with fellow employees, supervisors, and the public.
11. Performing other duties as assigned within the Registered Dental Assistant scope of practice.

MINIMUM REQUIREMENTS

Education:

Must be a high school graduate or equivalent, preferably supplemented by course work or training in dental procedures.

Must have successfully completed a MT board-approved written radiography examination at the time of employment or within 6 months of employment.

Knowledge and Skills:

Must possess personal and professional knowledge necessary for the performance of the assigned work and be suitable for employment as evidenced by evaluation.
Must have an understanding of infection control and cross contamination issues in a dental setting
Strong oral and written communication skills.

Abilities:

Ability to accept and utilize supervision.
Ability to work with other members of the health care team.
Ability to work in a fast paced environment with multiple interruptions.

Experience:

Preference to applicant with prior experience in a community health center based dental practice.
Preference to candidate who is a graduate of an ADA-accredited dental assisting program.

CLASSIFICATION

Grade 3 Medical/Dental Assistant

9/01/08

Action
Adopted
Revised

Date
10/09/08
7/1/2016

Reference
Commissioners' Minutes
Grade change per MPEA contract

